

MANAGING FACILITY AND LARGE-SCALE LARCNET CONNECTION REQUESTS

LMS-CP-5521
Revision: E-1

Objective:
-to ensure that all requests for LaRCNET services are processed in a timely, effective and consistent manner

Approval _____
Associate Director for Operations

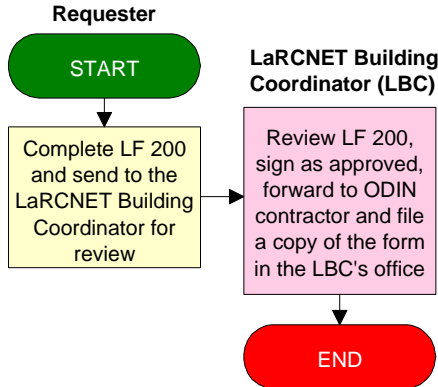
Section 1: Multi-Move Requests

Section 2: Connect a Building to LaRCNET

Section 3: Connecting External Partners Based Off-site to LaRCNET

Section 4: Handling Special Requests

Section 1: Multi-Move Requests



General Information

The following records are generated by this procedure and are maintained in accordance with CID 1440.7:

- LF 200, LaRCNET Appletalk Move Request
- New Building Connection Request Memo
- Off-Site Connection Request Memo
- Special Request Memo

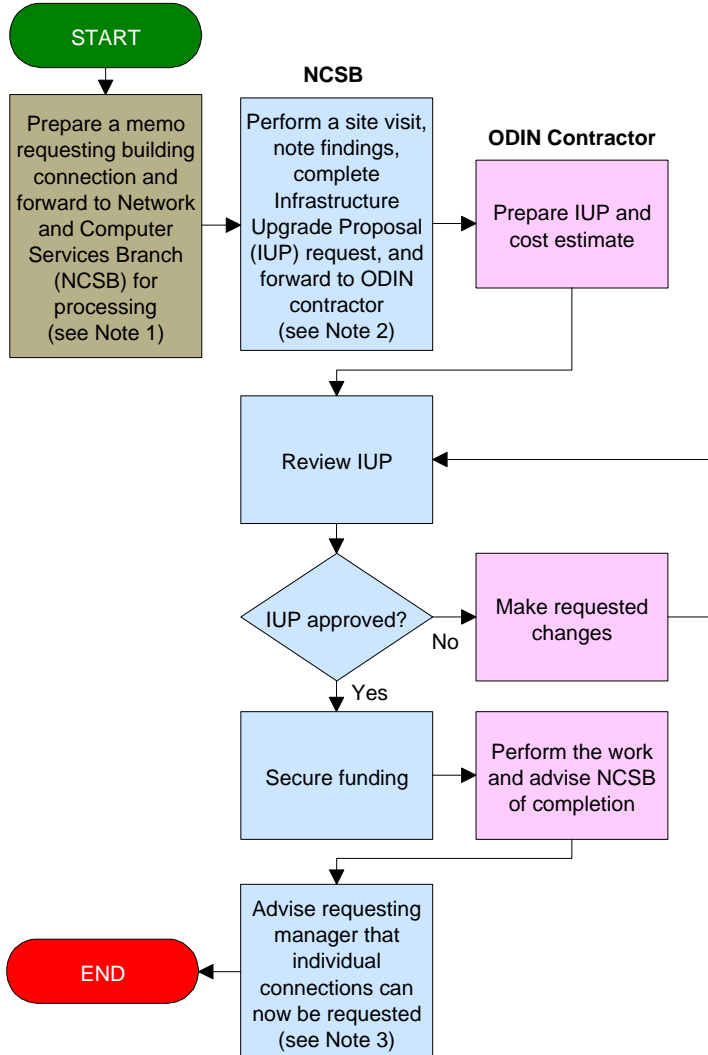
General Note

Services provided by LaRCNET include:

- LaRCNET connections
- LaRA services
- E-mail services

Section 2: Connect a Building to LaRCNET

Requesting Manager



Note 1

The memo must include:

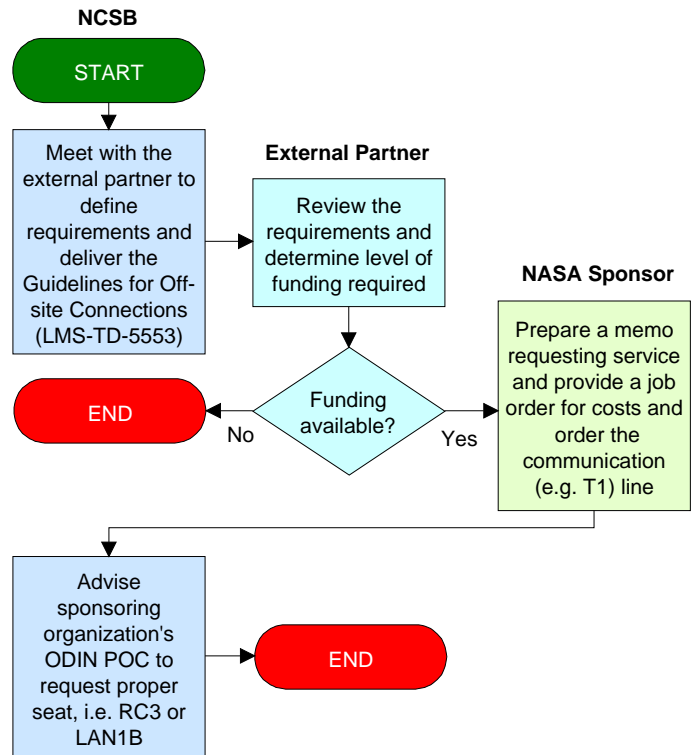
- The building number to be connected
- A brief description of the reason for connection
- Number of computers to be connected
- Funding source

Note 2

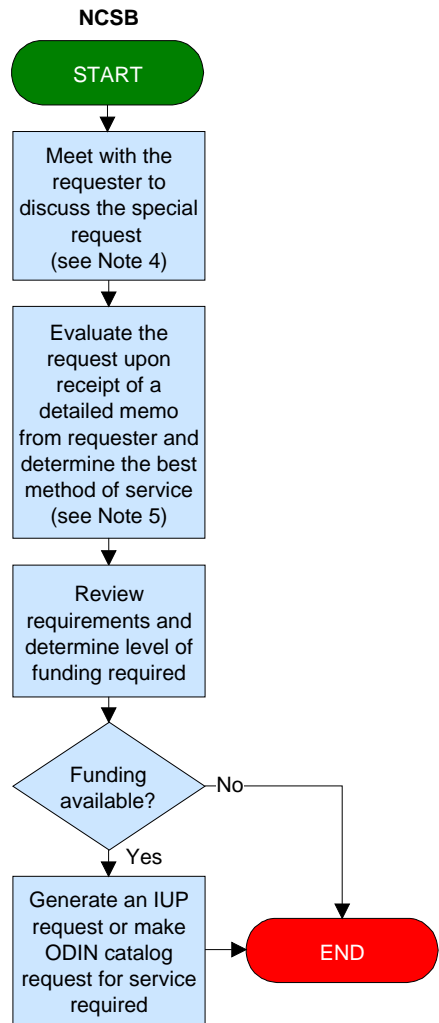
Notes of the site visit are kept informally, either as notes in a site notebook, or within a daily planner. These informal notes are for the purpose of completing the IUP request only and are not required to be retained once the IUP is requested.

Note 3

A ODIN Form 8 or ODO request must be completed for individual connections once the building connection is complete (see LMS-CP-5519).



Section 4: Handling Special Requests



- Note 4**
Special Requests include:
-termination of a building connection
-termination of service to an external partner
-troubleshooting traffic problems
-special networking requests
- Note 5**
The Memo of Request must include:
-Brief description of the problem or special need
-Number of units involved
-Location of units involved and LaRCNET host name
-Identification and phone number of the primary point of contact
-Any schedule constraints
-WBS number for any charges which may be incurred